



After Hours Site Lead & Volunteer Coordinator

JOB SUMMARY: Furthers the mission of Catalyst Teen Center by managing an After Hours location and networking in the school and local community to find potential volunteers for Catalyst. Partners with the Program Director to inspire and equip a team of up to 25 volunteers engaging and empowering teens on campus through mentoring, tutoring, free classes, art, games and more. Works with Catalyst's Executive Director and Board of Directors to effectively identify, recruit and onboard new volunteers for Catalyst's programs across the city.

ESSENTIAL JOB DUTIES:

- Provides mentoring to middle school and high school students by creating a fun, engaging, positive and safe environment
- Surveys and identifies specific needs of students
- Devises and implements creative solutions to draw resources into the program that best meet those needs
- Troubleshoots and problem solves as conflicts arise
- Communicates effectively with a variety of local organizations, families, donors, partners and volunteers of all ages
- Captures and records testimonies and stories of students and volunteers via social media
- Tracks attendees and volunteers via use of Planning Center
- Records data including inventory, equipment, free class offerings, events, etc.
- Uses Canva or other similar design platform to create flyers, social posts and ads
- Participates in Catalyst Staff Meetings and other ongoing job training events

SKILLS REQUIRED:

- Punctual and task-oriented
- Self-motivated and disciplined to work remotely with limited supervision
- Must be able to consistently bring energy and positivity
- Proven record of critical thinking and conflict resolution skills
- Strong written and verbal skills
- Detail-oriented, organized and administratively adept

MINIMUM QUALIFICATIONS:

- 2 years experience working with teens
- Social media savvy: Facebook, Instagram and Snap Chat
- Strong work history showing commitment to a job for at least 1 year
- 2 professional references verifying ability to successfully perform job requirements

COMPENSATION: 20 hours per week, \$12-\$15 per hour, based on experience